

SMOKE-FREE POLICY FOR (FRANK HEALEY PROPERTY SERVICES LTD)

PURPOSE

This aim of this policy is to protect all employees, Contractors, customers and visitors from exposure to second-hand smoke and to comply with the Smoking (Northern Ireland) Order 2006 which will be enforced by District Councils from 30th April 2007.

Second-hand smoke has been scientifically proven to cause lung cancer and heart disease in non-smokers as well as many other illnesses and minor conditions (Report of the Scientific Committee on Tobacco and Health, Department of Health, 1998).

This organisation acknowledges that breathing second-hand smoke poses a risk to health. The following policy has been agreed between Frank Healey Property Services Ltd and its employees/Sub-contractors.

POLICY

It is the policy of Frank Healey Property Services Ltd that all of our workplaces and vehicles are smoke-free and all employees have a right to work in a smoke-free environment. The policy came into effect on Feb 2008 and be reviewed on a annual basis by Amanda Healey.

PREMISES

Smoking is prohibited throughout the entire workplace with no exceptions. However a designated smoking area outside has been provided for those who wish to smoke. (Please ask site manager) Receptacles will be provided for disposal of cigarette ends and other waste smoking materials.

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VEHICLES

All work Company vehicles will be smoke-free at all times.

Or

All work vehicles will be smoke-free at all times unless they are only ever used by the same person and where passengers are never carried.

EMPLOYER DUTIES

- To display No Smoking Signs as required by the legislation.
- To ensure employees, customers and visitors do not smoke in smoke-free places and vehicles.
- To investigate complaints regarding employees, Sub-contractors, customers and visitors smoking.
- To inform, consult and train employees on this policy.

EMPLOYEES/SUB-CONTRACTORS DUTIES

- To ensure that they or others do not interfere with no smoking signs.
- To comply with the Smoke-Free Policy.
- To ensure customers and visitors do not smoke in smoke-free places and vehicles.
- To report incidents of smoking in smoke-free areas and vehicles.

CUSTOMER/VISITOR DUTIES

- Customers are not permitted to smoke in smoke-free areas or vehicles.

HELP FOR THOSE WHO SMOKE

This policy is not concerned with whether anyone smokes but where they smoke and how it affects others. To help smokers adjust to the changes occurring they

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should contact the smokers helpline on 0800 858585 who can advise of local support services.

ENFORCEMENT OF THIS POLICY

Failure to comply with this policy will be dealt with through the company's disciplinary procedures. Visitors or members of the public who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the organisation. Be aware that, in addition to action taken under this policy, the local council may take legal action against individuals who smoke in smoke-free places or vehicles.

Signed: - Amanda Healey

Position in Company: - Company Secretary/Director

Date: - 14th Feb 2008